



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD  
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO  
ATTENTION OF

IMHW-ZA

OCT 15 2018

MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Employees, and Authorized Private Organizations within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-18, Fundraising on USAG-HI Installations

1. References.

- a. Department of Defense (DoD) 5500.7-R, Joint Ethics Regulation, 17 Nov 11.
- b. DoD Instruction (DoDI) 1000.15, Private Organizations on DoD Installations, 24 Oct 08.
- c. Title 5, Code of Federal Regulations, Part 950, Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations.
- d. Army Regulation (AR) 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.
- e. AR 215-1, Morale, Welfare, and Recreation (MWR) Activities and Nonappropriated Fund Instrumentalities (NAFIs), 24 Sep 10.
- f. AR 600-20, Army Command Policy, 6 Nov 14.
- g. AR 600-29, Fund-Raising Within the Department of the Army, 7 Jun 10.
- h. AR 608-1, Army Community Service, 19 Oct 17.
- i. U.S. Army Hawaii Policy Letter 5 – Family Readiness Group Fundraising Policy, 4 Aug 16.

2. Applicability.

- a. This policy applies to all fundraising on USAG-HI installations involving military organizations, private organizations, informal funds, and other activities operating on USAG-HI installations.

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b. This policy does not apply to chaplaincy collections conducted during services or special events conducted by the Family and Morale, Welfare, and Recreation Fund. Similarly, this guide does not regulate fundraising by off-post organizations and activities, which are governed by AR 600-29, Fund-Raising Within the Department of the Army, DoD 5500.7-R, Joint Ethics Regulation § 3-211, and other regulations.

### 3. Definitions.

a. Fundraising. Any activity conducted for the purpose of collecting money, goods, or other support for the benefit of others, to include fundraising for Morale, Welfare, and Recreation Supplemental Mission accounts.

b. Unit Area. The real estate and facilities permanently occupied by a brigade or similarly situated unit. It includes the buildings, common areas, barracks, and motor pools.

c. Federal Workplace. The area within federal property or unit areas where Soldiers and federal employees perform normal mission functions. Examples include offices, conference rooms, medical treatment facilities, staff areas, arms rooms, and other locations where employees perform their normal duties. With the exception of Army Emergency Relief (AER), the Combined Federal Campaign (CFC), and Office of Personnel Management (OPM) approved disaster relief, no fundraising may occur in the federal workplace. The federal workplace does not include areas that are generally not used for the performance of normal duties, such as public lobbies, parking lots, picnic areas, break rooms, break areas, and other locations. Subject to the limitations set forth in this guide, those areas are appropriate for fundraising activities.

d. Private organization (PO). A self-sustaining non-Federal entity operating on a DoD installation by individuals acting outside the scope of their official duties with the written consent of the Garrison Commander.

e. Informal Fund. A fund of limited scope established by individuals within an organization for the benefit of its members. Examples of informal funds are office coffee funds, cup and flower funds, and annual picnic funds. Informal funds also include those funds established to support Family Readiness Groups (FRGs) (see Encl 1). Informal funds are authorized by AR 600-20, Para 4-20. Traditionally, they have not been used as a tool to fundraise – rather, they have most often simply accepted dues or other contributions from members. Informal funds may, however, receive monies collected through more traditional fundraising projects, but such fundraising projects may only be conducted on post and with the appropriate approval.



f. Morale, Welfare, and Recreation (MWR) activities. Official mission activities of the installation's MWR program. MWR activities are not private organizations.

g. Supplemental Mission Funds. Non-appropriated funds (NAF) generated from the operation of specific and unique situations that occur in support of non-MWR installation programs. Supplemental mission accounts within the Installation Morale Welfare Recreation Fund (IMWRF) are established to administer these funds, which are used to support the specific program or account for which the fund was established. Examples include MWR Christmas and Holiday Events and the Better Opportunities for Single Service Members program.

#### 4. Policy and Constraints.

a. There is no right to fundraise on Army installations, and fundraising activities will only be authorized on an occasional basis in accordance with this policy memorandum. With the exception of AER, the CFC, and OPM-approved disaster relief, authorized private organizations and FRG or unit informal funds are the only entities that may fundraise on U.S. Army Installations within USAG-HI.

b. Soldiers may only fundraise as volunteers. Should Soldiers choose to participate, they must be off duty and not in uniform while participating in fundraising activities. The collection of dues (voluntary contributions from members) for informal funds does not constitute fundraising. Though fundraising while on duty is prohibited, supervisors may authorize personnel to use brief periods of time during the duty day to plan fundraising activities, such as coordinating with MWR or conducting a planning meeting. These activities must be infrequent and of short duration and may not adversely affect the performance of the mission. Fundraising should be limited in number and scope during the CFC, IAW AR 600-29, Para 1-8. Additionally, supervisors will not solicit subordinates to donate to a particular fundraising event, nor will they require Soldiers to participate in fundraising activities. A best practice is to have a junior Soldier within the command of appropriate maturity and experience solicit donations in order to avoid the appearance of coercion to donate.

c. Special favors for donations are prohibited. For example, personnel who donate will not be excused from physical training, given a pass, or excused from wearing the appropriate military uniform.

5. Informal Funds. All unit fundraising proceeds must be deposited into a unit informal fund. An informal fund may be created by a commander at any unit level. For example, a company commander may authorize the creation of an informal fund for a platoon in their company. Moreover, a unit is not limited to a single informal fund; the commander may create several unit informal funds. Funds must have a designated purpose and use must be limited to expenses that are consistent with the purpose and function of

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that fund. Purpose and function should be documented in a formal SOP memorandum signed by the commander (See Encl 2.)

a. Funds collected in the form of dues or other collections will be used for expenses consistent with the purposes and function of the informal fund. Collection of dues is not fundraising. The fund's custodian should handle the collection of dues. (See Encl 1.) Commanders are responsible for monitoring the activities of any informal funds operating within their organizations.

b. Individual unit and FRG informal funds are capped at \$5,000 per calendar year. No more than \$5,000 may be grossed in a given year. However, a unit may rollover a maximum of \$300 each year per unit informal fund account, into the next year. Unit informal fund managers must ensure the monies raised are spent by the end of the calendar year.

c. The only exception to the \$5,000 a year limit for unit informal funds is when a unit begins to accumulate monies for its formal events (such as a Dining In, Dining Out, Holiday Formal, etc.). There is no exception for FRG informal funds.

#### 6. Approval Authority to Conduct Fundraisers.

a. Within the unit area. Unit fundraisers conducted within the unit area must have permission from the commander of that unit, but do not need to go through DFMWR approval procedures. However, unit commanders must obtain a legal review of their proposed fundraising activity from the Office of the Staff Judge Advocate (SJA).

b. Outside the unit area.

(1) Fundraisers outside of the unit area must receive permission from the following entities:

(a) The unit commander. The unit commander must give permission for all fundraising activities.

(b) The manager of the location chosen for the fundraiser. The manager of the location of the fundraiser may have special requirements or restrictions.

(c) DFMWR. On behalf of the Garrison Commander.

(2) All fundraisers to be held at AAFES (the Main Exchange), the Fort Shafter Market or the Paradise Express facility must be coordinated with the Services Business Manager of Hawaii Exchanges at 423-7302 or 222-7216 prior to submitting a request packet to DFMWR for approval.



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(3) All fundraisers to be held at the Schofield Barracks Commissary must be coordinated with the DeCA Store Manager at 655-5066 ext. 202, prior to submitting a request to DFMWR for approval.

(4) Contact the DFMWR for pre-approved locations outside of unit areas in which a unit or FRG may fundraise.

(5) Complete and electronically send a fundraiser request form (DFMWR-NSM-01, 01 Dec 14) (see Encl 3) to the DFMWR Fundraising Coordinator at [usarmy.wheeler.imcompacific.mbx.fundraising@mail.mil](mailto:usarmy.wheeler.imcompacific.mbx.fundraising@mail.mil), 656-0104. This request must be approved beforehand by the unit commander and contain the following information:

- Type of fundraiser, including details on how the funds will be raised;
- Date of fundraiser;
- Location chosen;
- What the funds will be used for;
- Point of contact information.
- Statement of compliance

(6) Fundraising requests should be sent to DFMWR at least 10 business days prior to the proposed date of the fundraiser. (However, opportunity drawings and Monte Carlo Nights require more lead time, see section 7e(2) below.) Requests submitted within 10 business days of the proposed fundraising date will be returned and not processed.

## 7. Fundraisers.

a. Food or Bake Sales. Units may sell baked items such as brownies, puffed rice treats, homemade cookies, and pies, subject to the following restrictions:

(1) Sales of items cannot duplicate services provided by the MWR program or AAFES, or otherwise compete with MWR or AAFES, unless they first obtain explicit written approval from DFMWR or AAFES, as appropriate for the particular activity. Selling non-handmade goods, foods, and beverages, such as canned and bottled water and soft drinks, fountain drinks, candy bars, pre-packaged snacks, and doughnuts, competes with AAFES and is prohibited. Sale of hot foods such as hotdogs, hamburgers, French fries, and tacos also competes with AAFES, and is prohibited.

(2) Units must comply with the applicable regulations on food handling, found in Encl 4.

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(3) Alcohol cannot be sold by an FRG, PO, or unit informal fund. Only MWR and AAFES have the authority to sell alcohol within USAG-HI.

b. Car Washes. Units may hold car washes as fundraising activities provided they are held in an approved location and follow the established installation car wash policies and procedures (see Encl 5). Car washes may not be conducted within the unit area. The designated location for car wash fundraisers on Schofield Barracks is the community car wash area near Foote Gate and the AAFES gas station (see Encl 5A). The designated Fort Shafter car wash location is located on Wisser Road behind building 525 (see Encl 5B).

c. Commissary Bagging. Units may bag groceries as a fundraising activity at the Schofield Barracks Commissary (see Encl 6). Bagging groceries outside of USAG-HI is prohibited; Pearl Harbor, Joint Base Pearl Harbor-Hickam, and Kaneohe Marine Corps Base Commissaries are not authorized locations.

d. Prohibited Activities. Except for raffles conducted by the MWR program in accordance with AR 215-1, games of chance, such as raffles, lotteries, or other gambling-types of activities, are prohibited. (See also DOD 5500.7-R, Section 3, paragraph 2-302. AR 600-29, Para 3-3, which defines prohibited gambling activities as: (1) involving the payment of money or something of value; (2) in a game of chance; 3) to win a reward or prize.)

e. Opportunity Drawings.

(1) Opportunity drawings are a general, indiscriminate distribution of tickets for entry into a drawing for a prize. Prizes are then awarded to those individuals holding the winning ticket selected by chance. Although donations may be accepted, care must be taken to ensure that the opportunity drawing avoids the appearance of a lottery by clearly indicating that a contribution is not required.

(2) Opportunity drawing requests must be submitted 3 weeks prior to the planned start of the opportunity drawing event. The request must include a sample of the ticket or advertisement flyer to be used, a list of suggested prizes and dollar values, how the tickets will be distributed, and how the drawing will be conducted. Prior to approval, the SJA will review the request.

(3) Opportunity drawings may only be conducted at unofficial events. Official events include any event, such as an organizational day, in which the event is considered the Soldier's place of duty.



(4) Opportunity drawings may not be conducted in the federal workplace.

(5) Contact DFMWR for specific instructions on conducting opportunity drawings.

f. Casino or Monte Carlo Nights

(1) DFMWR must approve these types of events, whether inside or outside the unit area.

(2) The hosting organization must provide a written explanation of the games offered and handling of money, tickets and prizes.

(3) Casino or Monte Carlo Nights must conform to the laws of the State of Hawaii. Please consult your unit legal advisor on this matter.

(4) The hosting organization may accept voluntary donations at the ticket distribution point.

(5) Only play money may be used in the Casino games. The use of legal currency is prohibited. Play money may be used to bid on prizes at the end of the event.

(6) Slot machines and roulette wheels are prohibited.

(7) Only four Casino or Monte Carlo nights may be held on USAG-HI during the year by all organizations combined, including those sponsored by DFMWR.

g. Other Fundraisers. Creative fundraising is encouraged, provided it complies with these policies. Profitable and unique fundraising ideas include auctioning off pies to throw at volunteer targets or auctioning off services from volunteer unit or FRG members such as washing cars, cleaning houses, making dinner, singing telegrams on Valentine's Day, and so on. Unit legal advisors should be consulted concerning the legality of any unique fundraising event.

8. Donations

a. Solicited Donations. Units and FRGs may not solicit donations from outside of the DoD. That means no soliciting off post, but it also means no soliciting of contractors or on-post businesses including AAFES and the Commissary. In addition, solicitation is not allowed inside the federal workplace (unless soliciting contributions from unit informal fund members). Only DFMWR can authorize solicitation and fundraisers.

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b. Unsolicited Donations. A servicing legal advisor should be consulted as soon as possible whenever an unsolicited gift offer is received to ensure that it comports with Ref 1a. In accordance with Ref 1h (App. J), donations up to \$1,000 to a unit FRG informal fund may be "accepted by" a Unit Commander. With Unit Commander Notice, a unit informal fund may accept unsolicited donations up to \$2,500. Gifts offered to MWR entities or to Army directorates or units (not FRGs or unit informal funds) will be processed through the Installation Gift Coordinator IAW the requirements of AR 1-100.

9. Exceptions. Requests for exceptions to this policy must be submitted in writing to the Garrison Commander.

10. This policy memorandum supersedes Policy Memorandum USAG-HI-18, SAB, dated 11 Aug 16 and remains in effect until superseded or rescinded in writing.

11. The point of contact for this policy is the Family and MWR Business and Nonprofit Liaison, at 656-0083.

6 Encls  
as



THOMAS J. BARRETT  
COL, AV  
Commanding

DISTRIBUTION  
Electronic Media



**ENCLOSURE 1**  
**ESTABLISHING AN SOP FOR AN FRG OR UNIT INFORMAL FUND**

1. In General.

a. The Army cannot fundraise except under the most limited conditions. Therefore, because an FRG or unit is an official part of the Army, it is likewise limited and may not generally fundraise to pay for social events, gifts, food entertainment, or other personal expenses.

b. Commanders may, however, establish an informal fund to support the unofficial activities of FRG or unit members. Informal funds, often referred to as "cup and flower" funds are authorized by AR 600-20, paragraph 4-20. Traditionally, they have not been used as a tool to fundraise. Rather, they have most often simply accepted dues or other contributions from members from which cards, flowers, and certain types of gifts for members of the unit are purchased. Informal funds may, however, receive monies collected through more traditional fundraising projects.

c. An FRG or unit may have an informal fund and fundraise on behalf of its members under the following conditions:

(1) The commander establishes an FRG or unit informal fund with a written SOP.

(2) The SOP establishes the purpose of the informal fund. Any monies distributed from it must be used consistently with those purposes to benefit the members of the FRG or unit.

(3) For FRG informal funds, the SOP must include the following minimum information/statement, IAW AR 608-1, App J, Para 7(c)(3):

(a) Unit informal fund or FRG name.

(b) A description of the FRG's purpose and functions.

(c) A summary of the FRG's activity for which the funds are collected.

(d) The following statement: "This FRG informal fund is for the benefit of its members only and is established exclusively for charitable purposes and to provide support to Soldiers and Family Members as the Soldiers and Families adapt to Army

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life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government."

(4) The informal fund may not exceed \$5,000.

(5) The informal fund should be kept in a non-interest bearing bank account. The commander must appoint in writing at least two fund custodians (primary and alternate) to account for funds and to ensure they are spent in accordance with applicable guidance and the informal fund SOP. Commanders should monitor the informal fund upon the change of custodians or command.

(6) The custodian should apprise the commander annually of the fund's financial status, IAW AR 600-20, para. 4-20.

2. FRG and Unit Informal Fund Example, IAW AR 600-20, Para 4-20 and AR 608-1, App J, Para 7.

1. NAME OF THE INFORMAL FUND. The name of this fund is the Informal Fund of the Family Readiness Group, \_\_\_\_\_.

2. PURPOSE. The purpose of the fund is to provide support to the Family Readiness Group, \_\_\_\_\_. This fund provides support which supplements the official support the FRG receives from appropriated fund sources. This FRG informal fund is for the benefit of the FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and Family Members as the Soldiers and Families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government.

3. FINANCES. The fund will generate revenue through the collection of dues and approved fundraisers.

a. Funds raised shall be in support of the purposes of this fund: holiday parties; other parties or outings; newsletters that contain predominantly unofficial information; non-ACS sponsored volunteer recognition events; supplemental unit send-off and welcome home activities; and purely social activities, such as baby showers, birthday parties, pizza parties, and potluck dinners.

b. These funds will not augment other unit informal funds, such as the unit's "cup and flower" informal fund. FRG informal funds will not be used to purchase gifts for traditional military gift giving occasions, such as soldier farewells that are not related to the unit FRG.



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c. These funds will not be used to purchase items or services that may be paid for with appropriated funds.

d. This fund is capped at \$5,000. If the balance exceeds \$5,000, the fund will reduce the amount to appropriate levels.

e. To the extent possible, informal funds will be collected for a specific goal, event, or activity, keeping in mind that the purpose of the fund is to benefit members as a whole.

#### 4. FUND CUSTODIAN.

a. The unit commander will designate in writing a fund custodian and an alternate fund custodian. The custodians are liable for any loss or misuse of funds. Non-military fund custodians should be registered as volunteers (10 U.S.C. § 1588) through the installation Volunteer Coordinator at Army Community Service.

b. The unit commander will authorize the opening of a bank account and will designate in writing the persons authorized to write checks on the account. The account will be in the name of this informal fund. The unit commander or deployed Soldiers will not be signatories on this account.

c. The custodian will report to the unit commander at least monthly. Reports are also required upon change of command, change of custodian, and whenever there is suspicion of irregularity. The reports are not formal audits, but will summarize the fund's financial status, to include current balance, total amount earned, and itemized expenditures.

d. Formal accounting procedures are not required.

e. The funds will not be deposited with or mixed with personal funds, unit MWR funds, or any other informal funds. The funds will not be deposited in interest or dividend bearing accounts.

#### 5. FUND-RAISING ACTIVITIES.

a. Requests to conduct fund-raising activities outside of the unit area of \_\_\_\_\_ shall be submitted to the Fundraising Coordinator, DFMWR, (808) 656-0102 or [usarmy.wheeler.imcom-pacific.mbx.fundraising@mail.mil](mailto:usarmy.wheeler.imcom-pacific.mbx.fundraising@mail.mil).

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b. The fund will not engage in resale activities at any time, or duplicate or compete with MWR Nonappropriated Fund activities or the Army and Air Force Exchange Service activities.

c. The fund will not conduct any external fund-raising activities outside the installation. For example, the fund shall not contact off-post businesses for donations, conduct car washes outside the installation, or participate in bake sales or concessions sales outside the installation.

6. GENERAL.

a. The Custodian will send a copy of this SOP to DFMWR, NAF Support Services, and shall also inform DFMWR in writing of any changes in the fund's scope or activities.

b. The Informal Fund may be dissolved with the consent of a majority of its members.

7. The SOP for the Informal Fund of the FRG of \_\_\_\_\_ was approved on \_\_\_\_\_ by a majority of its members.

8. Upon a change of command, the outgoing commander will inform the incoming commander of the existence of this informal fund.

FUND CUSTODIAN  
[Signature Block]

COMMANDER  
[Signature Block]





REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNIT'S INFORMATION  
SCHOFIELD BARRACKS, HAWAII 96857

STANDARD OPERATING PROCEDURES (SOP)  
UNIT INFORMAL FUND

SUBJECT: SOP for Family Readiness Group, **Unit Name** Informal Fund

1. NAME OF THE INFORMAL FUND. The name of this fund is the Informal Fund of the Family Readiness Group, \_\_\_\_\_.
2. PURPOSE. The purpose of the fund is to provide support to the Family Readiness Group, \_\_\_\_\_. This fund provides support which supplements the official support the FRG receives from appropriated fund sources. This FRG informal fund is for the benefit of the FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and Family Members as the Soldiers and Families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government.
3. FINANCES. The fund will generate revenue through the collection of dues and approved fundraisers.
  - a. Funds raised shall be in support of the purposes of this fund: holiday parties; other parties or outings; newsletters that contain predominantly unofficial information; non-ACS sponsored volunteer recognition events; supplemental unit send-off and welcome home activities; and purely social activities, such as baby showers, birthday parties, pizza parties, and potluck dinners.
  - b. These funds will not augment other unit informal funds, such as the unit's "cup and flower" informal fund. FRG informal funds will not be used to purchase gifts for traditional military gift giving occasions, such as soldier farewells that are not related to the unit FRG.
  - c. These funds will not be used to purchase items or services that may be paid for with appropriated funds.
  - d. This fund is capped at \$5,000. If the balance exceeds \$5,000, the fund will reduce the amount to appropriate levels.
  - e. To the extent possible, informal funds will be collected for a specific goal, event, or activity, keeping in mind that the purpose of the fund is to benefit members as a whole.

SUBJECT: SOP for Family Readiness Group, **Unit Name** Informal Fund

#### 4. FUND CUSTODIAN.

a. The unit commander will designate in writing a fund custodian and an alternate fund custodian. The custodians are liable for any loss or misuse of funds. Non-military fund custodians should be registered as volunteers (10 U.S.C. § 1588) through the installation volunteer coordinator at Army Community Service.

b. The unit commander will authorize the opening of a bank account and will designate in writing the persons authorized to write checks on the account. The account will be in the name of this informal fund. The unit commander or deployed Soldiers will not be signatories on this account.

c. The custodian will report to the unit commander at least monthly. Reports are also required upon change of command, change of custodian, and whenever there is suspicion of irregularity. The reports are not formal audits, but will summarize the fund's financial status, to include current balance, total amount earned, and itemized expenditures.

d. Formal accounting procedures are not required.

e. The funds will not be deposited with or mixed with personal funds, unit MWR funds, or any other informal funds. The funds will not be deposited in interest or dividend bearing accounts.

#### 5. FUND-RAISING ACTIVITIES.

a. Requests to conduct fund-raising activities outside of the unit area of \_\_\_\_\_ shall be submitted to the Fundraising Coordinator, DFMWR, (808) 656-0104 or [usarmy.wheeler.imcom-pacific.mbx.fundraising@mail.mil](mailto:usarmy.wheeler.imcom-pacific.mbx.fundraising@mail.mil).

b. The fund will not engage in resale activities at any time, or duplicate or compete with MWR Nonappropriated Fund activities or the Army and Air Force Exchange Service activities.

c. The fund will not conduct any external fund-raising activities outside the installation. For example, the fund shall not contact off-post businesses for donations, conduct car washes outside the installation, or participate in bake sales or concessions sales outside the installation.

#### 6. GENERAL.

a. The Custodian will send a copy of this SOP to DFMWR, NAF Support Services, and shall also inform DFMWR in writing of any changes in the fund's scope or activities.



SUBJECT: SOP for Family Readiness Group, **Unit Name** Informal Fund

b. The Informal Fund may be dissolved with the consent of a majority of its members.

7. The SOP for the Informal Fund of the FRG of \_\_\_\_\_ was approved on \_\_\_\_\_ by a majority of its members.

8. Upon a change of command, the outgoing commander will inform the incoming commander of the existence of this informal fund.

FUND CUSTODIAN  
[Signature Block]  
[Date]

COMMANDER  
[Signature Block]  
[Date]

**USAG, HAWAII FUNDRAISER REQUEST**  
For use of this form, see AR 608-1 and AR215-1; proponent agency is DFMWR

**1. THE ORGANIZATION LISTED BELOW WOULD LIKE TO HOLD A FUNDRAISER ACTIVITY ON THE DATE INDICATED:**

a. Name of Organization

b. Address

c. Date of Fundraiser

d. Time of Fundraiser

**2. FUNDS ARE BEING RAISED FOR:** Other, specify below

Comments:

**3. REASON FOR FUNDRAISER:** Other, specify below

Comments:

**4. THE TYPE OF FUNDRAISER TO BE HELD IS:** Commissary Bagging

Comments:

*\*Approval must be coordinated through Preventive Medicine. Approval provided within 3 weeks. Allows for staffing with SJA and other agencies.*

**5. FUNDRAISER WILL BE HELD AT:** Schofield Barracks Designated Car Wash Area

Comments:

*DFMWR approval does not constitute coordination/approval to use any area or space. You are still required to coordinate the use of any activity's space with the manager of that activity.*

**7. PREVENTIVE MEDICINE:** All food sales requests must be approved by Preventive Medicine prior to DFMWR approval. This includes bake sales outside the unit area. A food handler's certificate will be required. For more information and approval call TAMC Preventive Medicine at (808) 433-9943.

**8. UNIT INFORMAL FUND:** Fundraisers must have the approval of the Unit's Commander prior to scheduling. All monies generated from fundraisers must be deposited to the unit informal fund within (1) working day following the event and the receipt will be made available upon request.

**9. OPPORTUNITY DRAWINGS:** Please include a copy of the ticket to be used, a list of prizes with dollar value, how the tickets will be distributed, by whom, where and how will the drawing be conducted. For all opportunity drawings, please remember, tickets must be free. A donation for a ticket maybe accepted: however, you cannot suggest or specify an amount for any donation in advertising, verbally, or on the tickets. Requests for donations may not take place in the workplace (this includes the unit areas and barracks) or in any residence in the housing area at any time. Participants must be 18 years of age or older. The drawing must not give the appearance of a lottery or violate the DoD Joint Ethics Regulation. **Illegal lotteries are punishable under State of Hawaii Law.**

**10. CAR WASHES:** The two authorized locations for car wash fundraisers are at Schofield Barracks on A Road and Fort Shafter off of Wisser Road in accordance with the State of Hawaii Storm Water Permit under the Clean Water Act (see maps on [www.himwr.com](http://www.himwr.com)). **Any other unauthorized car wash location is subject to a fine of \$25,000 per occurrence, per day by the EPA, Federal Government or the State of Hawaii.**

**11. POINT OF CONTACT:**

a. Name of POC

b. Mailing address

c. Telephone Number

**12. UNIT COMMANDER or PRESIDENT Statement:** I, certify that the following required documents are current and on file for inspection:

- ☐ Unit/FRG Informal Fund Memo  
☐ Assumption of Command Memo  
☐ FRG Standard Operating Procedures

- ☐ Liability Insurance (Private Organizations)  
☐ Liability Waiver (Private Organizations)  
☐ Annual Fundraising Threshold Has Not Been Exceeded

a. Signature

b. Printed Name

c. Date

**13. APPROVAL:**

a. Unit Fund Manager/Treasurer's Signature

b. Printed Name

c. Date

b. Preventive Medicine Signature (food sales)

b. Printed Name

c. Date

c. Activity Manager Signature

b. Printed Name

c. Date

d. Directorate of Family and Morale, Welfare and Recreation Signature

b. Printed Name

c. Date

For more information call: (808) 656-0104

Submit form to: Fundraising Coordinator, DFMWR, 350 Eastman Rd., Bldg. 547, WAAF, Schofield Barracks, Hawaii 96857

DFMWR-NSM-01, DEC 14

**ENCL 3**



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SUBJECT: Policy Memorandum USAG-HI-18, Fundraising on USAG-HI Installations

**ENCLOSURE 4**  
**GUIDE FOR FUNDRAISER FOOD STAND PARTICIPANTS**

Subject: Food Service Sanitation for Temporary Food Stands

1. References

- a. TB MED 530, Food Sanitation, 30 Apr 14.
- b. AR 40-5, Preventive Medicine, 25 May 07.

2. Food Handler Class

a. Any individual who participates in temporary food stands or vendors for festivals and fairs who handles food directly must complete the mandatory online Food Sanitation Training offered by TAMC Preventive Medicine. You will find the online course at [www.himwr.com](http://www.himwr.com), under Fundraising.

b. Upon successful completion (70% or higher) you must email the point of contact listed on the FMWR fundraising website. Certificates are not valid until physically signed by TAMC Preventive Medicine. Submissions received by 1600 on Friday will be processed within 48 hours and emailed back to the individuals.

c. Each individual certificate must be on file with TAMC Preventive Medicine prior to the scheduled fundraising event.

## ENCLOSURE 5

### Directorate of Family and Morale, Welfare and Recreation Installation Car Wash Policies and Procedures

1. References.

a. Army Regulation (AR) 600-29, Fund Raising Within the Department of the Army, 7 Jun 10.

b. AR 608-1, Army Community Service Center, 12 Mar 13.

c. Joint Ethics Regulation, Joint Ethics Directive, DoD 5500.7-R, 17 Nov 11.

2. Purpose. To inform all individuals of policies and procedures to request and conduct a car wash fundraising event on U.S. Army Garrison, Hawaii (USAG-HI) installations.

3. Applicability. All U.S. Army Hawaii military organizations (to include Army Reserves and National Guard) may conduct car wash fundraising events at either of the designated installation car wash areas located on Schofield Barracks (A Road between Lyman Rd. and Kolekole Ave. – see Encl 5A), or Fort Shafter (parking lot behind Bldg 525 on Wisser Road – see Encl 5B).

4. Policies and Procedures.

a. Car wash fundraisers require prior written approval by the Director, Family and Morale, Welfare and Recreation (DFMWR). Units that do not comply are subject to immediate shutdown of the car wash and may lead to a 120-day suspension of future car wash requests.

b. The car wash will be used for privately owned vehicles (POVs) only. The washing of military, industrial, or commercial vehicles is prohibited.

c. Selling of food during a car wash is only authorized at the Schofield Barracks car wash area and must have prior written approval by the DFMWR.

d. The Fort Shafter car wash area is primarily used for authorized parking. The requesting organization is responsible for coning off the designated car wash area and ensuring any parked vehicles are notified and removed the night before or during the early morning hours of the scheduled car wash.

e. A car wash may be scheduled up to 90 days in advance and no later than 10 business days prior to the request date. Each unit may schedule a car wash once every 30 days. If a car wash must be canceled, a notice of cancellation must be given to



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DFMWR within three business days of the event. Failure to do so may result in suspension of fundraising privileges outside of a unit's footprint for 120 days.

f. Requests (see Encl 3) will be digitally signed and submitted by email to [usarmy.wheeler.imcom-pacific.mbx.fundraising@mail.mil](mailto:usarmy.wheeler.imcom-pacific.mbx.fundraising@mail.mil).

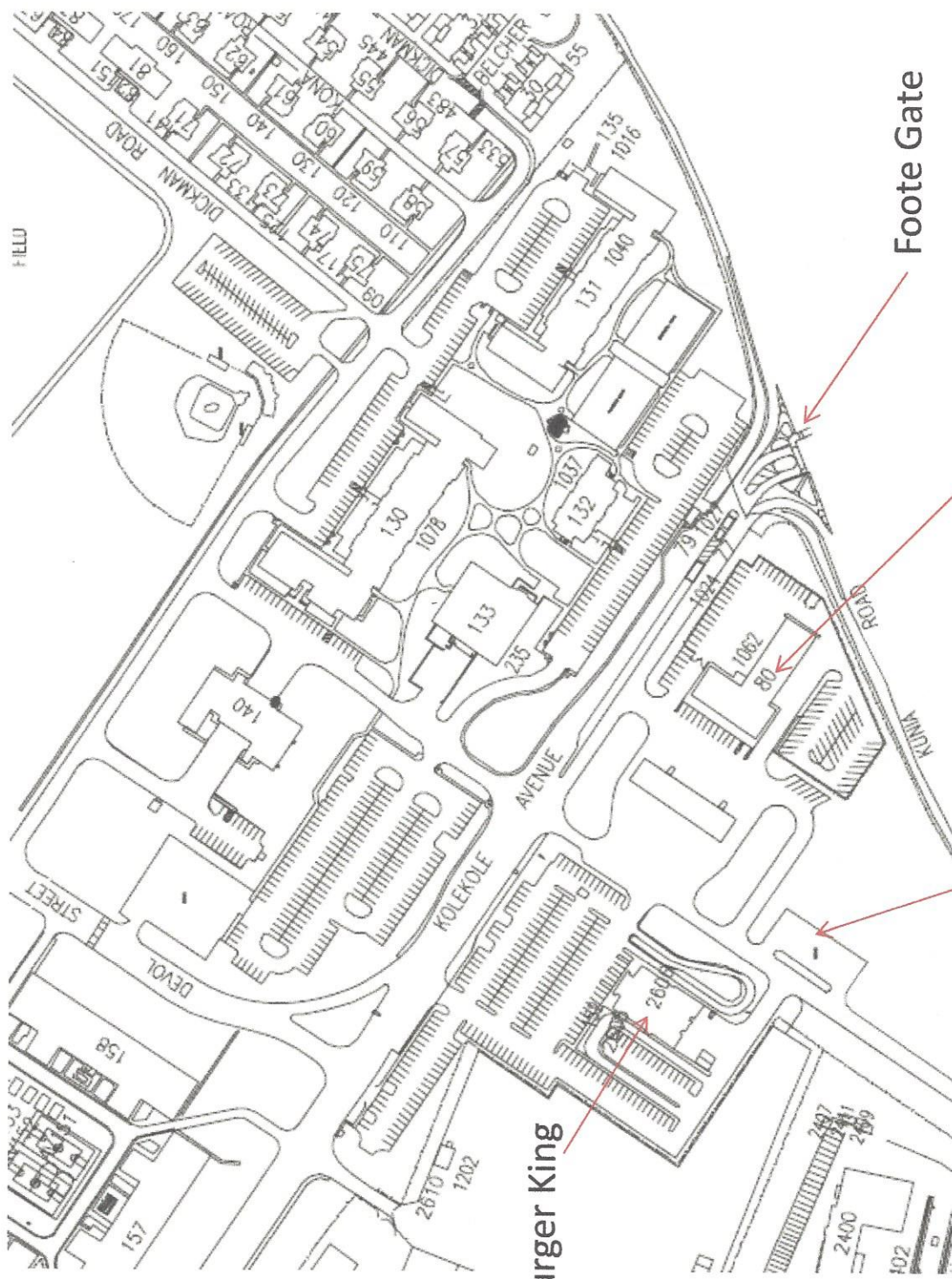
g. Approved car wash fundraisers may be conducted daily from 0900-1530. All rules listed below will be adhered to, no exceptions.

(1) The approved car wash form must be on site at all times for inspection. While fundraising or participating in donation activities, Soldiers must be off-duty volunteers and not in uniform (BDU/PT/ACU). Battalion or Unit T-Shirts can be worn with civilian clothes. Children under the age of 10 are not permitted on location during the car wash fundraiser.

(2) While conducting the car wash, interfering with traffic in the roadway (i.e. blocking traffic to solicit business, standing in the roadway or median at any time to promote business, distracting motorists by using personnel clad in bikinis or short shorts or excessive yelling and arm waving) are unauthorized and could result in cancellation of your car wash. On Schofield Barracks, vehicles will not be parked on the corner across from the gas station near the fire hydrant. Additionally, personnel will not occupy the Schofield Barracks Lyman or Foote Gate Military Police shack or post signs at the gate to announce the car wash.

(3) Ensure that water conservation is practiced and all hoses have a flow stop spray nozzle. Due to environmental regulations, cars will be washed at the Schofield Barracks and Fort Shafter designated car wash rack only. Stop washing immediately if water starts flowing over the pond holding the wash water run-off. Use only biodegradable detergents. No use of solvents or spray polish is allowed.

(4) The area will be left clean with all debris and signs removed.



Burger King

Foote Gate

Gas Station/Firestone

CAR WASH



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**ENCLOSURE 6**  
**COMMISSARY BAGGING INSTRUCTIONS**

Informal Funds will abide by established procedures in requesting and conducting commissary fundraising events as outlined in Policy Memorandum USAG-HI-18 for Installation Fundraising Procedures. Basic guidance and instructions are as follows.

1. Commissary bagging will be conducted on the 1<sup>st</sup> and 15<sup>th</sup> of each month during normal hours of operation (0900-2000 Monday-Friday, 0800-1900 Saturday and Sunday).
2. There will be at least 4-6 Soldiers covering each shift (Shift 1: 0900-1430/0800-1330; Shift 2: 1430-2000/1330-1900).
3. One unit representative must contact the Head Bagger at 655-5066 or come by the commissary to schedule the informational briefing no later than one week prior to the event. The unit representative must go through instructional training with the head bagger and sign a bagger license agreement no less than one day prior to the event. That person is responsible for the instructional training of all unit participants.
4. Soldiers must show up 30 minutes prior to the day of the event for instructions from the head bagger and preparation to start.
5. Soldiers **MUST** be in their unit t-shirts identifying them as part of the unit and be on leave or pass.
6. There will be one lane designated for your fundraising event. Units may post a sign at the register stating the name of the unit. It is recommended that a "tip jar" be available at designated checkout lane.
7. Violation of any terms listed may result in having your privilege to conduct the fundraiser rescinded.
8. Point of contact for any concerns is the Schofield Commissary Store Director at 655-5066, ext. 3202.
9. Point of contact for these instructions is the Installation Fundraising Coordinator at 656-0104.

**THE USAG-HI, DFMWR APPROVED FUNDRAISING FORM AND HEAD BAGGER'S AGREEMENT MUST BE ON SITE AND AVAILABLE FOR INSPECTION.**





CAR WASH AREA

NOT A CAR WASH AREA